



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Common-use supplies not available at PS-DBM.** Details of the procurement are as follows:

Name of Project	Implementation of activities of Economic Sector Statistics Service
Solicitation No.	PR-ESSS00-19-10-00011
Location	Metro Manila
Brief Description	Procurement of common-use supplies for the implementation of activities of Economic Sector Statistics Service
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 99,910.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than 11:00 AM/PM on **DEC 23 2019**. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS
BAC Vice Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form and/or proposal.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Adapter Plug Convert	pc	2	P_____	P_____	()	()
Anti-virus	pc	5	P_____	P_____	()	()
Ballpen, Black	pc	40	P_____	P_____	()	()
CD Label 12CM per label/ 2 labels per sheet (20 sheets per pack)	pc	5	P_____	P_____	()	()
Garbage plastic (clear)	pc	100	P_____	P_____	()	()
Number Machine (10 digits)	pc	1	P_____	P_____	()	()
Paper cutter	pc	1	P_____	P_____	()	()
Post-it Arrow Flags/ Banderitas (11.9mmX 43.2mm)	pc	100	P_____	P_____	()	()
Push-pin, flat head type, assorted colors, 100 pieces per case	box	1	P_____	P_____	()	()
Roller Exchange Kit for Panasonic KV- S4085c	pc	2	P_____	P_____	()	()
Sacks 26"X40"	pc	100	P_____	P_____	()	()
Printer Toner for Laserjet model 2055dn	pc	8	P_____	P_____	()	()
				Total amount in words: _____		

NOTE: Please Attach Mayor's Permit, BIR Tax Cert., DTI or SEC, and PhilGEPS Registration Number						

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____